 *3-3-3* Action Plan 

As a small group, identify existing institutional roles that you believe are important to involve in the process of creating a digital preservation program.
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As a small group, ask what are the risks of inaction? What could be lost if no DP program is created?

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***3 PEOPLE***
Of all the roles identified by the group, list 3 individuals *at your institution* in these roles that you already have a working relationship with.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***3 MONTHS***
In the next 2 weeks, which of these individuals are you most comfortable reaching out to and discussing your collective next steps towards a digital preservation program?
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After reaching out to this individual, who will be the next individual you both connect with in the next month? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will be the third individual that your burgeoning digital preservation advocacy team brings on board in the following month? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***3 ACTIVITIES***
List three activities you think your team can reasonably accomplish in your first three months together to move your program forward. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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In 3 months, a member of our team will be emailing you a brief electronic survey to check the efficacy of the 3-3-3 Action Plan. We may also need to follow up with a phone call. Please provide us with the following information and accept our sincerest thanks for helping POWRR report its results to the Institute for Museum and Library Services.